

# Return to Office Policy Announcement

Dear Team,

We hope this message finds you well. As we navigate through the ongoing changes in our work environment, we are pleased to announce our Return to Office Policy, effective [Insert Date].

As per the new policy:

- All employees are expected to return to the office starting [Insert Date].
- The office will be open [Insert Days and Hours].
- Health and safety measures will remain in place, including [Include Safety Protocols].

We understand that each employee may have unique circumstances. If you have any concerns or require accommodations, please reach out to your manager.

Thank you for your continued hard work and dedication as we move forward together. We look forward to welcoming you back!

Sincerely,

[Your Name]

[Your Position]

[Company Name]